

Message Text

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ORIGIN SS-15

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DRAFTED BY S/S-O:RKKUCHEL

APPROVED BY S/S - MR. MOFFAT

OC/T - MR. SPURR (SUBST)

S - DCGOMPERT

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P 091429Z DEC 74

FM SECSTATE WASHDC

TO USDEL WEST INDIES PRIORITY

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E.O. 11652: N/A

TAGS: ACOM, OVIP (KISSINGER, HENRY A.)

SUBJECT: SECRETARY'S VISIT: COMMUNICATIONS - CABLE
TRAFFIC

1. POST WILL BE EXPECTED TO PROVIDE 24-HOUR COVERAGE
DUE TO ADDITIONAL HIGH PRECEDENCE TRAFFIC TO AND
FROM PARTY. COVERAGE SHOULD COMMENCE NO LATER THAN
12 HOURS PRIOR TO ARRIVAL OF PARTY AND CONTINUE 12
HOURS AFTER DEPARTURE OF PARTY. POST SHOULD ADVISE
BUREAU PROMPTLY OF ANY TDY COMMUNICATOR REQUIREMENTS.

2. EXECUTIVE SECRETARIAT (S/S) MEMBER OF THE SECRETARY'S
PARTY WILL CONTACT THE C&R OFFICER UPON ARRIVAL POST TO
COORDINATE DETAILS OF SUPPORT.

3. S/S WILL BE ON CALL 24 HOURS A DAY. COMMUNICATIONS
SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES
CONCERNING THE SECRETARY OR OTHER MEMBERS OF HIS PARTY.
COMMUNICATIONS WILL BE KEPT INFORMED OF WHEREABOUTS OF
S/S TEAMS AT ALL TIMES.

4. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY OR HIS
PARTY WILL BE SLUGGED "TOSEC". OUTGOING CABLES TO
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DEPARTMENT FROM THE SECRETARY OR MEMBERS OF PARTY WILL

BE SLUGGED "SECTO". ALL SECTO CABLES WILL BE SIGNED
"KISSINGER" AND MUST BE CLEARED BY S/S, LATERAL CABLES

WILL BE SLUGGED QUOTE FOR THE SECRETARY'S PARTY UNQUOTE
OR QUOTE FOR (NAME) UNQUOTE AS APPROPRIATE.

5. IN CONTRAST TO NORMAL PROCEDURES IT IS ABSOLUTELY
ESSENTIAL THAT TRIP POSTINSURE THAT ALL TOSEC/SECTO
TRAFFIC BE GIVEN PRIORITY HANDLING AHEAD OF COMPETING
TRAFFIC OF SIMILAR PRECEDENCE. TO ACHIEVE THIS, ALL
TOSEC/SECTO TRAFFIC SHOULD CARRY AT LEAST IMMEDIATE
PRECEDENCE.

6. DEPARTMENT WILL SEND A DAILY SPECIAL ALL SOURCE
SUMMARY FOR THE SECRETARY WHILE HE IS AT ACTION
ADDRESS POST. THE SPECIAL SUMMARY WILL BE CAPTIONED
NODIS OR EXDIS AND BE IN TOSEC SERIES. IT SHOULD BE
DELIVERED IN REQUISITE NUMBER OF COPIES ONLY TO THE
S/S TEAM MEMBERS OR THOSE DESIGNATED BY THEM.

7. THE SPECIAL SUMMARY WILL BE SENT BY IMMEDIATE CABLE
FROM THE DEPARTMENT OPERATIONS CENTER. IT WILL BE
NUMBERED CONSECUTIVELY AND SHOULD NORMALLY BE RECEIVED
BY 0400 DAILY. IF NOT RECEIVED BY THIS TIME,
COMMUNICATIONS SUPERVISOR SHOULD, ON OWN INITIATIVE,
SEND AN IMMEDIATE SERVICE. THE SPECIAL SUMMARY
SHOULD BE SET UP WITH THREE LINES BETWEEN ITEMS.
MATS SHOULD BE PROOFED BEFORE REPRODUCTION.

8. INSTRUCTIONS RE ALL SOURCE ASPECT OF SPECIAL SUMMARY
CONTAINED IN STATE 148625 AND 148626 (JULY 1974).

9. BECAUSE OF SENSITIVITY, COMMUNICATIONS SHIFT SUPER-
VISOR SHOULD HANDLE NODIS PERSONALLY AND MAKE NOTE OF
ALL PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING.
CHRONS SHOULD BE DUMMED ON NODIS AND TAPES DESTROYED
UPON DEPARTURE OF S/S TEAM.

10. WITH REGARD TO LATERAL TRANSMISSION OF ALL CATE-
GORIES OF NODIS MESSAGES, STANDARD PROCEDURES AS OUT-
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LINED BY 5 FAM 212.2(A) APPLY.

11. TOSEC AND SECTO CABLES WILL EACH BE NUMBERED
CONSECUTIVELY. WHEN SECRETARY DEPARTS, COMMUNICATIONS
SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT
GIVING THE LAST SECTO AND TOSEC NUMBERS. COMMUNICATORS
SHOULD NOT RPT NOT ACCEPT ANY OUTGOING SECTO WITHOUT
S/S CLEARANCE. IF ANY CABLE WITHOUT SECTO SLUG IS

DELIVERED TO COMMCENTER WHICH PERTAINS TO SECRETARY'S VISIT, SHIFT SUPERVISOR SHOULD CONSULT WITH S/S TO

DETERMINE WHETHER CABLE SHOULD BE IN SECTO SERIES. IN-COMING TOSEC CABLES SHOULD BE DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON 8X10 1/2 INCH PAPER.

12. COMMUNICATORS SHOULD REQUEST ACKNOWLEDGMENT OF RECEIPT FOR ALL SECTO SPECIAL CAPTION MESSAGES. PARTICULAR ATTENTION SHOULD BE GIVEN TO POST (PARTY) ORIGINATED MESSAGES OF HIGH PRECEDENCE. FLASH MESSAGES, FOR INSTANCE, MUST BE RETRANSMITTED IF NOT ACKNOWLEDGED WITHIN 30 MINUTES. (EXPERIENCE AND DIFFICULTIES FROM PREVIOUS TRIPS INDICATE THESE PROCEDURES ARE PARTICULARLY IMPORTANT.) FINALLY, S/S SHOULD BE ALERTED IMMEDIATELY IF THE POST EXPERIENCES COMMUNICATIONS PROBLEMS WHICH WILL DELAY OR HALT MESSAGE TRAFFIC.

13. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S PARTY. S/S WILL GIVE EMBASSY, MEMBERS OF SECRETARY'S PARTY, AND OTHERS COPIES OF CABLES RELATING TO THEIR AREAS OF RESPONSIBILITY, AS APPROPRIATE.

14. S/S WILL NEED 10 COPIES OF TOSEC/SECTO CABLES AND ALL OTHER CABLES OF NODIS SENSITIVITY AND ABOVE; 15 COPIES OF EXDIS SENSITIVITY OR LOWER. REGULAR EMBASSY INCOMING AND OUTGOING TRAFFIC SHOULD BE SCREENED THOROUGHLY, AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO S/S (15 COPIES). KISSINGER

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